



Full-Time Development Coordinator

Allaire Village Inc.

Position Summary

Under the supervision of the Executive Director, the Development Coordinator will manage and expand the museum membership and sponsorship programs while updating and ensuring the distribution of all marketing collateral. Grow and manage communications with donors, and facilitate onsite special group functions. The Development Coordinator will also seek to expand the organization's reach through group tours and partnerships with other local historic sites, organizations, and libraries.

Job Description-Examples of Duties and Responsibilities

- ★ Grow Membership and Manage the Membership database
- ★ Coordinate a museum wide sponsorship program
- ★ Process gifts and follow up with donors
- ★ Ensure regular digital and other communications to all members, and outreach to build the membership program
- ★ Design and print marketing materials
- ★ Assist in the creation of regular donor appeals
- ★ Solicit donors and funding partners
- ★ Plan, promote, and implement special group events for the site, such as corporate tours, family reunions and other events. Coordinate outside vendors as needed and all internal communication for group events.
- ★ Support all fundraising activities for the organization
- ★ Assist other members and departments of the organization as needed

Job Requirements

- ★ Bachelor's Degree Required
- ★ Strong organizational ability, analytical skills, and attention to detail
- ★ Excellent written communications skills
- ★ Ability to liaise with corporate and large donors
- ★ Team player
- ★ Ability to work weekends and some evenings
- ★ Experience in development at a non-profit organization a plus.

Compensation

- ★ This is a full time salaried position, including medical insurance, dental, paid holidays and paid time off.
- ★ The work hours are Tuesday through Saturday from 9 am to 5 pm

Please send a cover letter (with salary requirements) and complete resume to Allaire Village Inc.'s Human Resources Department at allairevillageinc@gmail.com.

